

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS

TASK NUMBER	TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CERTIFICATION				
		START DATE	COMPLETE DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFYING OFFICIAL'S INITIALS
	VEHICLES All references are to AETCI 24-303 unless specified					
1	Schedule vehicle maintenance according to GSA instructions. (para 3)					
2	Prepare required forms for bulk purchase of tickets and tokens. (para 4)					
3	Establish a purchase order file for bulk purchase of tickets and tokens. (para 4)					
4	Maintain an inventory of all toll road credit cards. (para 5)					
5	Review and certify monthly credit card bills. (para 5)					
6	Prepare and submit AETC-LGT (M) 7601 report, through the group, to HQ AFRS/RSSLL monthly. (para 7)					
7	Complete AF Form 601 for all increase/decrease of vehicle authorizations. (para 9)					
8	Conduct a semi-annual vehicle authorization validation by screening the squadron vehicle authorization listing against unit manning documents. (para 9)					
9	Conduct a semi-annual analysis of vehicle use and mileage to determine which vehicles are candidates for rotation (para 10)					
10	Prepare AETC Form 1379, Vehicle Assignment Record, to designate parking locations for each assigned vehicle. (para 12)					
11	Review required information on AETC Form 1400, Domicile-to-Duty Transportation Record, to ensure all domicile-to-duty transportation was essential and properly documented (para 13)					
12	Correct vehicle discrepancies identified on the quarterly vehicle inspections (para 15)					

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13.	Certify and submit GSA bill for assigned vehicles to the host-base accounting and finance office for payment. (para 28)					
	APPLICANT TRAVEL All references are to AETCI 24-101 unless specified.					
14.	Receipt for accountable forms from the organizational customer account representative (CAR) in the name of the Transportation Officer (TO). (para 1.2)					
15.	Prepare all applicable Applicant Travel forms in accordance with the instruction's figures and tables.					
16.	Ensure lost, spoiled or canceled GTRs are marked "Canceled" across the face of the original GTR and annotate the AF Form 1332 that the GTR has been canceled. (para 4)					
17.	Purchase carriers tickets/tokens using GTRs, not to exceed a 60 day requirement, in bulk quantities for intracity and intercity transportation service. (para 5.2)					
18.	Stamp bulk purchase tickets with "Property of the US Government Not Redeemable for Cash Except by US Government." (para 5.2)					
19.	Maintain a current list of origins and routes that regularly generate enough traffic to warrant use of bulk purchase procedures. (para 5.2)					
20.	Establish an automated suspense system to monitor tickets identified as 120 days old or older and ensure the tickets are used before expiration. (para 5.2)					
21.	Request bulk purchase tickets from TRANSCOR. (para 5.7)					
22.	Establish a consolidated file folder by billing period and category, when bulk purchasing tickets with a government credit card. (para 5.7)					
23.	File consolidated files as complete, after all AETC Forms 1336 have been received for a particular AETC Form 1338. (para 5.7)					
24.	Verify AF Form 213 with the weekly TRANSCOR Inc sales report and monthly government credit card bills. (para 5.7)					
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25	Initiate three copies of AF Form 1337, Record of Returned Tickets for Credit, for the month, by traveler category for the return of unused, unexpired or expired tickets through TRANSCOR. (para 5.8)					
26	Record all transfers of blank or partially prepared GTRs from the source of supply to the final disposition on AF Form 213. (para 6.2)					
27.	Receipt for GTRs received from PDO on AF Form 213. (para 6.2)					
28.	Record each blank GTR, by serial number, on the AF Form 1332 or comparable computer-generated product upon receipt from PDO. (para 6.3)					
29.	Keep issued GTRs in file folders separate from blank or unissued GTRs. (para 6.3)					
30.	Perform quarterly audit of squadron's transportation records by the 15th day of the following month after the quarter. (para 6.5)					
31.	Ensure, as a minimum, the quarterly audit includes all required tasks as stated in paragraph 6. (para 6.5)					
32.	Document discrepancies discovered during the quarterly audit and provide copies to the appropriate TA for information and training. (para 6.5)					
33	Prepare a new AF Form 1332 on 1 October of each year. (para 6.6)					
34.	Destroy squadron transportation records according to AFMAN 37-139, Records Disposition Schedule, table 24-1. (para 6.6)					
35	Perform surveys to identify routes not adequately serviced by commercial carriers and document efforts made to obtain alternate transportation. (para 6.7)					
36.	Maintain transportation surveys on file and annually review and update the routes not adequately serviced. (para 6.7)					
37	Provide required training to transportation agents. (Chapter 8)					

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	REPORT OF SURVEY (ROS) PROGRAM All references are to AFMAN 23-220- unless specified					
38.	Initiate a ROS and appoint an investigating official for lost, damaged, or destroyed government property. (para 5.3)					
39	Process the ROS in accordance with established time frames. (para 5.3)					
40.	Notify individuals being recommended for assessment. (para 11.4)					
41.	Maintain AF Form 453, Report of Survey Register. (para 11.5)					
42.	Prepare DD Form 1131, Cash Collection Voucher or DD Form 362, Statement of Charges/ Cash Collection Voucher when individual responsible for loss, damage or destruction of property volunteers to pay. (para 16.1)					
	SUPPLY/ EQUIPMENT All references are to AFMAN 23-110, Volume 2, Part 13, Chap 8 unless specified					
43.	Maintain AF Form 1297 or comparable listing for all equipment (CA/CRL) items issued to recruiting offices. (Sec A, para 8)					
44.	Maintain AF Form 538 or AF Form 1297 for each individual authorized items from IEU and issued by the squadron. (Sec G, para 8)					
45.	Maintain equipment custodian file as suggested. (Sec F, para 8)					
46.	Prepare all EAID and Non-EAID property for turn-in to DRMO, using DD Form 1348-1, DOD Single Line Item Release/ Receipt Document. (Chapter 4, Attachment A-1)					
	TELECOMMUNICATIONS All references are to AETCI 33-101 unless specified.					
47.	Prepare all telecommunication forms in accordance with instruction's attachments and figures.					
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48.	Complete and submit an original AF Form 1218, Request for Communication Service, to HQ AFRS/RSSLL to establish or change a Communication Service Authorization (CSA). (para 15)					
49.	Complete and submit DD Form 1367, Commercial Communication Work Order, to order services and equipment from the local telephone company. (para 16)					
50.	Record all services for each CSA on AETC Form 1392, Summary of Installed Equipment and Services, and destroy six months after service is discontinued. (para 17)					
51.	Record each DD Form 1367 submitted to the telephone company using AETC Form 1393, Telephone Work Order Log and destroy six months after service is discontinued. (para 18)					
52.	Complete and submit a FTS2000 switched voice service request form to HQ AFRS/RSSLL for validation to establish conus long distance service. (para 19)					
53.	Submit waiver request to HQ AFRS/RSSLL for validation or approval. (para 24)					
54.	Review approved waivers each April and report status to HQ AFRS/RSSLL by 1 May. (para 25)					
55.	Verify, prepare, and submit commercial and FTS 2000 telephone bills for payment. (para 27)					
	REAL ESTATE All references are to AETC1 32-9002 unless specified					
56.	Maintain up-to-date accurate facility inspection, facility address, and telephone number data in Recruiting Facilities Management Information System (RFMIS) for all facilities under the squadron's control (para 13)					
57.	Complete and submit request for relocation action in accordance with guidance in attachment 2. (para 13)					
58.	Monitor the progress of the Corp of Engineers (COE) in carrying out the Recruiting Facilities Program (RFP). (para 13)					
59.	Concur/ Nonconcur in RFMIS with relocation actions proposed by other services. (para 19)					
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60.	Maintain an RFP file by fiscal year. (para 19)					
61	Accomplish site surveys for all new recruiting offices. (para 23)					
62.	Conduct a biennial review in February of each odd-numbered year for squadrons not located on a military installation. (para 24)					
63.	Initiate program call. (para 26)					
64.	Request minor upgrades in a memorandum to the COE. (para 29)					
65.	Maintain a suspense file for follow-up action on all problems reported to COE. (para 32)					
66.	Validate RFMIS vehicle numbers and report any discrepancies to HQ AFRS/RSSLR. (para 33)					
67.	Inspect each recruiting facility at least once a year. (para 35)					
68.	Document all facility inspections in the facility inspection screen in RFMIS. (para 35)					
69	Maintain the Intelligent Query (IQ) FORCE_ INSPECT report. (para 35)					
70.	Arrange facility records files in sequence, using office numbers assigned in the unit manning document. (para 36)					
71	Monitor program actions. (para 37)					
	LEASED UNACCOMPANIED/ FAMILY HOUSING All references are to AETCI 32-6001 or AETCI 32-6003 unless specified					

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72.	Conduct surveys to determine housing potential . (AETCI 32-6001 para 2 and AETCI 32-6003 para 6)					
73.	Determine and justify requirements. (AETCI 32-6001 para 2 and AETCI 32-6003 para 6)					
74	Submit lease request for eligible personnel to HQ AFRS/RSSLR. (AETCI 32-6001 para 5 and AETCI 32-6003 para 6)					
75	Brief members on their liabilities/ obligations prior to occupying government quarters. Ensure the member signs and dates a Statement of Understanding. (AETCI 32-6001 para 2, atch 2 AETCI 32-6003 para 6, atch 3)					
76	Complete AF Form 594, Application and Authorization to Start, Stop, or Change Basic Allowance for Housing (BAH) and forward to the accounting and finance office (AFO) (AETCI 32-6001 para 5, AETCI 32-6003 para 16)					
77.	Jointly inspect leased quarters within 15 days of occupancy and document results of inspection on AF Form 227, Quarters Condition Inspection Report. (AETCI 32-6001 para 5 and AETCI 32-6003 para 16)					
78.	Monitor lease and utility or service payments to ensure annual costs remain within statutory limits and provide monthly report to HQ AFRS/RSSLR . (AETCI 32-6003 para 5)					
79	Advise HQ AFRS/RSSLR at least 90 days before normal lease expiration of each lease that should be renewed. (AETCI 32-6001 para 7 and AETCI 32-6003 para 19)					
80.	Conduct a joint pre-final inspection of leased quarters approximately 2 weeks before the termination and document results on AF Form 227. (AETCI 32-6001 para 10 and AETCI 32-6003 para 21)					
81	Compare initial inspection with pre-final inspection, to determine damage other than fair wear and tear. (AETCI 32-6001 para 10 and AETCI 32-6003 para 21).					
82	Conduct a final termination inspection on the date the member vacates the unit using AF Form 227. (AETCI 32-6001 para 10 and AETCI 32-6003 para 21)					
83.	Complete AF Form 594 to reinstate members BAH on satisfactory completion of final termination inspection. (AETCI 32-6001 para 10 and AETCI 32-6003 para 21)					
84	Report active leases quarterly to HQ AFRS/RSSL using the report format specified in this instruction. (AETCI 32-6003 para 23 and atch 8)					
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AF FORM 797, MAR 97 (EF-V1)

PREVIOUS EDITIONS ARE OBSOLETE